



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

August 5, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-05

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Update to OSUP Memorandum #2004-02, Discontinuance of Off-Cycle on Payroll Calc Monday

The discontinuance of off-cycle processing, originally scheduled for July 21, 2003, has been rescheduled to begin Monday, August 18, 2003. The delay was necessary in order to provide users with a means to simulate payroll when the off-cycle workbench is unavailable.

Effective Monday, August 4, 2003, a new transaction, **ZY08**, will be available for the purpose of simulating payroll for a single employee. ZY08, Payroll Simulation (Single Person), will default to current period, however, can be changed to another pay period if desired. Unlike the off-cycle workbench, a correction payment simulation reflecting net difference only is not possible. Users, however, can identify the prior period adjustment amount by locating the /552 wage amount appearing in the remuneration statement output by this transaction. This transaction can be run anytime, not just on payroll Monday. For more information, refer to the [ZY08 Report Descriptor](#).

When off-cycle is locked on Friday, August 15, 2003, it will remain locked until Wednesday, August 20, 2003. All subsequent payroll periods will be handled similarly. This change will **not** impact the users' ability to continue updating records on Payroll Calc Monday.

If you have any questions, please contact a member of the Benefits and Financial Administration Unit at (225):

Angela Woods 342-5345  
Paula Rotolo 342-5377

Orneatha Wright 342-5357  
Angel Vernon 342-5344

JWC:ACV